

DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
WASHINGTON, D.C. 20314-1000



REPLY TO
ATTENTION OF:

CEPR-P (715)

17 November 2003

MEMORANDUM FOR ALL USACE COMMANDS (DIRECTORS/CHIEFS OF
CONTRACTING)

SUBJECT: PARC Instruction Letter (PIL) 2004-01, Use of Department of Interior (DOI)
Contracts for Drug Testing within USACE

1. References:

a. EP 600-1-3, 28 Feb 01, USACE Drug Testing Procedures for the Army's Drug-Free Federal Workplace (DFW) Civilian Drug Testing Program.

b. CERM-F (37) memo, 19 Dec 01, subject: Accounting for Drug Testing Program (enclosed).

2. Each year CEHR, HQ USACE, signs an Interagency Agreement with the National Business Center (NBC), Department of Interior (DOI), allowing USACE to utilize the drug testing contracts negotiated by NBC, DOI. One contract covers collection and medical review services. A separate contract is for laboratory testing.

3. After execution of the agreement, the USACE Drug Program Administrator (CEHR-D) will notify PARC and the division/Military Support Center (MSC) Drug Program Coordinators (DPC). Pertinent contract numbers will be furnished. Additionally, the DOI contracts will be posted on the CEHR website, where they can be reviewed.

3. The Division/MSC DPCs will arrange to have Delivery Orders (DO) issued against the contracts.

4. Pursuant to AFARS 5101.602-2-90 (d) the delivery orders shall specify that the Ordering Officers are the primary and alternate Drug Program Coordinators at Division/MSC and District Level. This is due to the privacy concern in the drug-testing program. The authority appointing the ordering officer, see EFARS 1.602-2-90, shall comply with all requirements of AFARS 5101.602-2-90, to include ensuring each ordering officer acknowledges receipt of his/her appointment letter and receives proper training and orientation.

5. The amount of each DO issued shall be determined by the Division/MSC DPC, based on the estimated number of tests to be conducted annually. The DO may specify that payment will be made by credit card.

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6. Because the USACE Interagency Agreement with NBC, of DOI, is renewed each fiscal year, ordering officers shall ensure that a valid agreement remains in effect before placing orders.

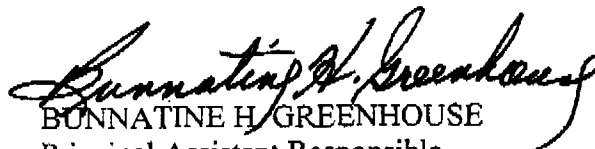
7. Drug testing is not centrally funded. Accounting procedures for drug testing are described in the enclosure, reference b.

8. Request that you distribute this document to all contracting personnel.

9. Questions concerning this PIL should be directed to Mr. Roger Adams at (202) 761-5221.

FOR THE COMMANDER:

Encl



BUNNATINE H. GREENHOUSE

Principal Assistant Responsible
for Contracting

CC: CEHR

CEHR-D/Nancy Stragand



DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

19 DEC 2001

REPLY TO
ATTENTION OF:

CERM-F (37)

MEMORANDUM FOR ALL Division, USACE Commands (Resource Managers)

SUBJECT: Accounting for Drug Testing Program

1. Reference: EP 600-1-3, dated 28 Feb 01, USACE Drug Testing Procedures for the Army's Drug-Free Federal Workplace (DFW) Civilian Drug Testing Program.
2. The purpose of this memo is to describe the actions each activity must perform to correctly account for the drug-testing program. A standard RF39 account has been established to accumulate the cost of the drug testing. The standard invoice clearing account for this program's cost will be RF3914 - Drug Testing Program. The cost will be distributed to the appropriate overhead account for the tested employee/applicant. The following actions need to take place.
 - a. Each activity should assign its division or district drug program coordinator or alternate as the responsible employee for the RF3914 on its database.
 - b. The CEFMS System Development Team has established standard resource code (DRUGTEST) in each activity's CEFMS database linked to RF3914. The distributable unit of measure has been established as "LS" (lump sum) and DRUGTEST has been identified as a 'distributable' resource code so that the actual cost may be distributed.
 - c. Each activity must establish records in the RESOURCE_ORG_CORR table via screen 10.91 to identify organizations within the activity to which costs accumulated in RF3914 will be distributed.
 - d. Districts will provide a Military Interdepartmental Purchase Request (MIPR) to the division for the estimated amount of charges. The MIPR will cite the district's RF3914 account.
 - e. Division drug program coordinators will receive a monthly invoice from the laboratory and the collection agencies. The invoices will be paid from the division RF3914 account. On a monthly basis, the division drug program coordinator will distribute actual charges from the division RF 3914 to the districts. Each district drug program coordinator will then receive their office's portion of the invoice to allow distribution of the costs to the individual's office. The invoices contain confidential information and should be protected by the district drug program coordinator.

Enclosure

CERM-F (37)


SUBJECT: Accounting for Drug Testing Program

f. The district drug program coordinator will maintain a list of employees and applicants tested. This listing will be reconciled to the invoice received from the division drug program coordinator. District drug program coordinators will distribute cost from the RF3914 account to the tested employee/applicant's overhead account. This will be accomplished using the distributive cost billing method of accounting. Additional instructions on the distributive cost billing method can be found in the CEFMS users manual, Facility Management, Section 13.11. The web site is <http://rmf31.usace.army.mil/cefmsdoc>.

3. If the division commander elects, a district may be selected to perform the division office's role in this process. If this election is made, the division drug program coordinator responsibilities in this policy should be changed to the selected district drug program coordinator to represent the Major Subordinate Command.

4. This policy will be effective 1 Jan 02 and should be used for all activities. If you have any questions please contact Mike Walsh CERM-F (202) 761-5440 for accounting policy questions and Nancy Stragand (202) 761-0400 for Drug Free Workplace Program questions.

FOR THE COMMANDER:



STEPHEN COAKLEY
Director of Resource Management

CF:
CEHR-Z